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ABSTRACT

The manual was produced by a secondary school district for the use of career placement aides in a special education work experience program. Each aide's professional responsibilities include facilitating students' efforts to participate in the program; acting as the center for information and processing of special education students on his campus; and serving as the communication link between teacher, student, counselor, and work experience coordinator. Step-by-step procedures are given for enrollment in the program, obtaining interview referrals, issuing work permits, granting credit, grading, registration with the Department of Vocational Rehabilitation, hiring by the school district, and job termination. Sample forms are provided with the instructions, as well as copies of pertinent bulletins, policy information, a student checklist, and suggested professional resources. (AJ)

ED 091561

CAREER PLACEMENT AIDE PROCEDURE MANUAL

PROJECT WORKER

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EDUCATION

CE 001 332

FULLERTON UNION HIGH SCHOOL DISTRICT

MANUAL FOR CAREER PLACEMENT AIDES
Special Education Work Experience

This manual will inform you of the policy and procedure for processing students in the Work Experience Education Program and outline your responsibilities to the program as Career Placement Aide for the Special Education Work Experience Program.

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THE SPECIAL EDUCATION WORK EXPERIENCE CAREER PLACEMENT AIDE

In general, on the campus level, you are responsible for the Special Education Work Experience Program. You will provide the procedural information and direction for students. You will carry out the directions of teachers, work experience coordinator, and in some cases, the student's school counselor. In this sense you are the Special Education Work Experience Representative. In this capacity you will have more knowledge of the Special Education Work Experience Program than anyone else on your campus.

Professional Responsibilities:

--To facilitate students' efforts to participate in the Special Education Work Experience Program.

--To be the center for information and processing of Special Education students on your campus.

--To be the communication link between teacher, student, counselor (in some cases), and work experience coordinator.

WHY STUDENTS PARTICIPATE IN WORK EXPERIENCE

Students participate in the Work Experience Education Program for various reasons. Some of these are:

(1) a. To learn about themselves, their interests, and abilities.
b. To learn what careers and job areas are available in the world of work.
c. To learn more about their chosen vocation or career and study it through observation or on-the-job training.

(2) To supplement family income or to earn money for further education.

(3) To earn additional credit to apply toward graduation.

(4) To gain the experience of being a regular employee while learning more about job responsibilities.

Name _____

Special Education Work Experience

CHECK LIST ONE

To Be Completed Before Students Will Be Referred to Work Experience Counselor for Placement On A Job

DATE

. Aptitude Profile

A. GATB - (FAB) - NATB _____

B. Psych Profile _____

C. School Performance _____

D. SAAS _____

E. New and Current Production

1. Singer Graflex Evaluation Center _____
2. NATB _____

. Interest Profile

A. Brainard _____

B. Job-O _____

C. C.O.P.S. _____

D. Picture Inventory _____

E. SAAS _____

F. Compulearn; Myer Briggs Type Indicator, O.V.I.S. _____

. Occupational Cluster

A. Using Aptitude and Interest profiles, have students choose one or two clusters they would like to work in. _____

B. Through teacher counseling, narrow students' choices to some specific job areas to explore. _____

. Explore Cluster

A. Community Resources

1. Field Trip _____
2. Guest Speakers _____

B. Films

1. Doubleday Series
2. Counselor Films, New York
3. Sterling Series

C. Filmstrips

D. VIEW-VIEW DECK

E. Exploratory Work

1. On campus
2. Off campus

E. Color Slides

F. Government Publications

1. D.O.T. Manual
2. Occupational Outlook Handbook
3. State Occupational Guides

G. Commercial Publications

7. Job Interview Skills

A. Personal Data Sheet & Card

B. Completed LAP for Job Application

C. Mock Interview (Videotape)

D. Mock Telephone Inquiry

. Specific Classroom Training for Job Chosen from Clusters

A. Videotapes, audio tapes, slides
1. Occupations

a. Bus boy
b. Cashier
c. Central Services Technician
d. Cook
e. Counter Girl
f. Dining Room Hostess
g. Kitchen Helper
h. Layout Man (Marble Molds)
i. Maid - Hotel
j. Maid - Motel
k. Mechanics Helper (Automotive)
l. Nurse's Aide

m. Sales Clerk
n. Serging Machine Operator (Draperies)
o. Service Station Attendent
p. Waitress
q. Warehouseman's Assistant
r. Library Clerk

2. General Skills

a. Change Making
b. Adding Columns of Numbers
c. Basic Math
d. How to Use a Measuring Tape

B. Mockup

C. On-the-job Training

D. D.V.R.

E. Industrial Arts - Vocational

F. Trade School

THE STEPS NECESSARY TO COMPLETE ENROLLMENT

You will see that the students complete the following steps:

(1) Students will see you after being referred by special education teacher or school counselor and pick up the following work experience forms (Student Packet):

a. Trainee Application
b. Student Learning Agreement
c. Interview Referral Card - Statement of Prospective Employer of Minor
d. Class Schedule
e. Student Bulletin

(2) Using the "Work Experience Student Folder" as a guide, keep track of each student's progress as he moves through Work Experience processing. Make a folder for each student who is given a Student Packet.

(3) Have students return all forms in the Student Packet. (Students should have W.E. Trainee Application in before placement.) Then make an appointment with the Special Education Work Experience Counselor for the student. Appointments should be made each fifteen minutes on the day the Work Experience Counselor is to be on your campus. (See attached W.E. Counselor's schedule.)

(4) After job placement has been made and you have the completed Interview Referral Card signed by student's employer, you are then to inform the Special Education teacher and facilitate any program changes. Schedule changes can only be made after approval of parent, teacher, counselor, and Work Experience counselor.

(5) Fill out completely the "Placement Card" and send it to the Work Experience Counselor at the D.I.M.C. as soon as the student is placed.

(6) If the student is under 18 years of age, you must type out a Work Permit. (See Work Permit Instructions.)

(7) Each Monday a "Weekly Progress Report" must be filled out by every student that is working. You will see that all items are filled out by the student. Check to make sure the hours are correct. Next, enter the date the report was sent on the student folder. All reports should be sent on Monday to the Work Experience Counselor at the D.I.M.C.

_____ EXPLORATORY
_____ GENERAL
_____ VOCATIONAL

FULLERTON UNION HIGH SCHOOL DISTRICT

WORK EXPERIENCE EDUCATION

TRAINEE APPLICATION

BPHS _____ LVHS _____
FUHS _____ SHHS _____
LHHS _____ SOHS _____
LOHS _____ TRHS _____

NAME _____ PHONE _____ DATE _____
Last First Middle

ADDRESS _____ COUNSELOR _____ GRADE _____
Number Street City Zip Code

AGE _____ BIRTHDATE _____ BIRTHPLACE _____ SOCIAL SECURITY # _____
City State

NAME OF PARENT/GUARDIAN _____ ADDRESS _____
(If same as yours, write same)

1. _____ 2. _____ 3. _____
(List three high school teachers who know you well)

DO YOU HAVE TRANSPORTATION AVAILABLE? _____ CHECK WHAT KIND, BICYCLE _____ AUTO _____ MOTORBIKE _____

WHAT KINDS OF JOBS HAVE YOU HAD? _____

FUTURE PLANS: VOCATIONAL SCHOOL _____ JUNIOR COLLEGE _____ COLLEGE _____ WORK _____

HOBBIES OR SPECIAL TALENTS _____ ULTIMATE OCCUPATION _____

LIST THE OCCUPATIONAL AREAS YOU WISH TO EXPLORE. 1. _____

2. _____ 3. _____

LIST AT LEAST THREE DIFFERENT JOBS YOU WOULD LIKE TO HAVE NOW. 1. _____

2. _____ 3. _____

LIST COURSES YOU HAVE COMPLETED OR ARE CURRENTLY TAKING WHICH WOULD HELP YOU GET A JOB OR RELATE TO THE OCCUPATIONAL AREAS YOU WISH TO EXPLORE

PHOTO

COURSE	LEVEL	GRADE	*SPEED

* Shorthand or typing speed

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5A

F P H O F M S M T 18 17 16 S M T J A S O N D J F M A M J J A S O N D 10 11 12

CLASS SCHEDULE

e _____ Semester _____

Class Subject	Teacher	Room	*Period	Troy Mod	Schedule (Check Days of Class) M	Tu	W	Th	F
				In					
				1 - 2					
				3 - 4					
			3	5 - 6					
			4	7 - 8					
			5	9 - 10					
			6	11 - 12					
			7	13 - 14					
			8	15 - 16					
			X						

*Other than Troy

_____ Program _____ Teacher _____ Hours _____ Days

ration
ridge _____ Program _____ Teacher _____ Hours _____ Days

BPHS___
FUHS___
LHHS___
LOHS___
LVHS___
SHHS___
SOHS___
TRHS___

FULLERTON UNION HIGH SCHOOL DISTRICT
GENERAL AND VOCATIONAL WORK EXPERIENCE EDUCATION
STUDENT LEARNING AGREEMENT

_____
STUDENT NAME

The purpose of General Work Experience is to give the student experience in "real" work which meets "real" standards. This type of Work Experience does not need to be related to a planned career.

The main purpose of Vocational Work Experience is to refer students to job opportunities that relate to their concurrent school training and vocational goals.

1. The District will comply with all legal requirements of federal, state, and local agencies in obtaining placements and providing necessary services for locating and supervising work stations.

2. The District will provide related instruction, supervision and coordination of work station, and work with teachers, counselors, parents and students in resolving problems.

3. The student must have reached his sixteenth birthday at the time he enters this program, except those students with exceptional needs as determined by the Principal.

4. The student must maintain good attendance both on the job and at school.

5. The student must satisfactorily complete related instruction assignments.

6. The student must call the job sponsor in advance when absent or late for work.

7. The student must turn in weekly progress reports signed by the sponsor to the Work Experience Office.

8. The student must report any and all job terminations.

9. The parent/guardian will permit the student to enter the Work Experience Program with full knowledge and consent. They will also assume responsibility for the student when he/she is off campus for job interviews or work experience. Permission to leave is to be granted through proper campus attendance procedures.

10. Transportation is a student-parent responsibility. The Fullerton Union High School District will not assume legal liability for students in transit between the school and the Training Agency for Work Experience.

11. This agreement may be mutually terminated by any of the participating parties.

_____ _____
Parent's/Guardian's Signature Coordinator's Signature (District)

_____ _____
Trainee's Signature (Student) Date

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FULLERTON UNION HIGH SCHOOL DISTRICT
EXPLORATORY WORK EXPERIENCE EDUCATION
AGREEMENT

Student's Name_____ Coordinator_____ School_____

The major purpose of exploratory work experience education is to contribute to the occupational guidance of the student by affording him opportunities to sample systematically a variety of conditions of work for the purpose of ascertaining the suitability for the occupation he is exploring. The following information outlines the conditions for an exploratory assignment.

1. The student enters this program to learn as much as the Training Sponsor can provide in the nature of occupational information, skills, and attitudes.

2. The student will keep regular attendance in school and at the training station.

3. The length of the exploratory placement may vary, depending on the aptitude of the student, the occupation being explored, and the facilities of the work station, but in no case may placement in one job station exceed 30 hours, except in professional areas, in which case none may exceed 60 hours.

4. The student is not entitled to wages for his participation in exploratory work experience education. School credit is granted in work experience education for successful performance at the trairing station. Credit will be determined by the school coordinator. The Training Sponsor will evaluate the trainee's progress while on the exploratory assignment.

5. A student may not be a part of an exploratory program if he receives pay for like work during hours when he is not assigned as an exploratory work experience education student.

6. The student may not replace a paid employee.

7. Exploratory Work Experience is an approved program of the Fullerton Union High School District and the California State Department of Education.

8. The student shall be responsible for providing his transportation to and from the job station.

9. In accordance with the Education Code, Section 5992 and Division 4 of the Labor Code, Fullerton Union High School District shall be considered the employer and shall provide Workmen's Compensation Insurance.

10. The parent/guardian will permit the student to enter Exploratory Work Experience with full knowledge and consent. They will also assume responsibility for the student when he/she is off campus for job interviews or work experience. Permission to leave is to be granted through proper campus attendance procedures.

11. This agreement may be mutually terminated by any of the participating parties.

_____ _____
Parent's/Guardian's Signature Coordinator's Signature (District)

_____ _____
Trainee's Signature (Student) Date

6A

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STATEMENT OF INTENT TO EMPLOY MINOR

CALIFORNIA STATE DEPARTMENT OF EDUCATION
FORM NO. B1-4

Name of minor (last name first)		Sex	Social Security number
ss of minor	ZIP code	Phone	County
f minor / Date of birth	Proof of age accepted		School district

oyed full time and attending continuation school or classes . . . . . ☐
ing outside school hours and attending school in regular session . . . . . ☐
ed in work experience education . . . . . ☐

l to attend	Address	ZIP code
OYER'S STATEMENT of person, firm, or corporation employing minor	Address	ZIP code
oyer's phone number / Employer's signature	Kind of work minor performs and beginning wage	

s of employment (per day): Monday through Friday_____ Saturday_____ Sunday_____ Weekly total_____

NT'S SIGNED STATEMENT
minor is being employed at work described hereon with my full knowledge and consent:

Date

Signature of parent or guardian

IS NOT A PERMIT TO EMPLOY.

7

(OVER)

Employer's copy of the Permit to Employ will be forwarded to the employer by the issuing authority.

60097-200 1-72 450M QUIN O&P

Buena Park
Fullerton
La Habra
La Vista
Lowell
Sonora
Sunny Hills
Troy

FULLERTON UNION HIGH SCHOOL DISTRICT

I N T E R V I E W R E F E R R A L

WORK EXPERIENCE EDUCATION

To: _____ Appointment Date _____

Company _____ Appointment Time _____

Address _____ Telephone _____

This will introduce and recommend, _____
from our high school district.

Telephone _____

BEST COPY AVAILABLE

_____
Work Experience Coordinator

7A

NAME _____

_____ APPLICATION _____ TRAINING AGREEMENT

_____ PICTURE _____ WORK PERMIT

BEST COPY AVAILABLE

STUDENT-COORDINATOR INTERVIEWS

_____ _____ _____ _____

_____ _____ _____ _____

JOB/EXPLORATORY INTERVIEWS WS

Date	Location

SPONSOR/EMPLOYER

Date	Location	TERM

VISITATION RECORD FORMS (Date)

Q1 _____ Q2 _____ Q3 _____ Q4 _____

Q1 _____ Q2 _____ Q3 _____ Q4 _____

EMPLOYER EVALUATION FORMS (Date)

Q1 _____ Q2 _____ Q3 _____ Q4 _____

Q1 _____ Q2 _____ Q3 _____ Q4 _____

YEARLY GRADES

	EMP GRADE	COORD. GRADE	FINAL GRADE	CIT.	UNITS
Q1					
Q2					
Q3					
Q4					

LAPS

NO	QUARTER	PRE	POST

PROGRESS REPORTS

1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
Tot. Q1		Tot. Q2	

1
Semester Total _____

1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

2
Semester Total _____

E X A M P L E

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FULLERTON UNION HIGH SCHOOL DISTRICT
WORK EXPERIENCE EDUCATION
WEEKLY PROGRESS REPORT

Quarter	Week	
(Q1)	(1)	6
Q2	2	7
Q3	3	8
Q4	4	9
	5	10

S IS A WORK EXPERIENCE EDUCATION WEEKLY PROGRESS REPORT WHICH IS TO BE TURNED IN TO THE EXPERIENCE OFFICE AT YOUR SCHOOL EACH MONDAY.

ent George Smith Week Ending 9-14-13 (Date)

Station (Firm) Hacienda Family Restaurant Phone 870-5196

1:00 to 5:00 Tues. 1:00 to 5:00 Wed. 1:00 to 5:00 Thurs. 1:00 to 5:00 Fri. 1:00 to 5:00

12:30 to 5:00 Sun. ____ to ____ Total Hours 24½ @ $ 1.75 Per Hour

new jobs, tasks, or procedures did you learn this week? comments by student

(Use back if necessary)

problems did you encounter this week? comments by student

(Use back if necessary)

ENT'S SIGNATURE George Smith SPONSOR/SUPERVISOR'S SIGNATURE Jane Johnson

THE STUDENT BULLETIN

Student Bulletins should be made available to students in the Special Education classroom. Answers to most of their questions can be found there. The Work Experience Counselor will go over the Student Bulletin with the student during the pre-employment interview.

FULLERTON UNION HIGH SCHOOL DISTRICT
Fullerton, California

BULLETIN FOR STUDENTS EARNING CREDIT IN SPECIAL EDUCATION WORK EXPERIENCE

This bulletin will inform you of your responsibilities while you are participating in the Work Experience Education Program, and it will help you understand what you should be gaining from your participation.

Students participate in the Work Experience Education Program for various reasons. Some of these are:

(1) To learn more about their chosen vocation or career and study it through observation or on-the-job training.

(2) To supplement family income or to earn money for further education.

(3) To earn additional credit to apply toward graduation.

(4) To gain the experience of being a regular employee while learning more about job responsibilities.

Whatever your reasons for participating in the Work Experience Program, now that you are enrolling you should be aware of the following:

THE STEPS NECESSARY TO COMPLETE ENROLLMENT

You will need to complete the following steps:

(1) Make an appointment with your Career Placement Aide and pick up the following Work Experience Education forms:

a. Trainee Application
b. Student Learning Agreement
c. Interview Referral Card - Statement of Prospective Employer of Minor
d. Class Schedule

(2) Return the completed forms to your Career Placement Aide. Your teacher will then sign your application and give you a folder to put the completed forms in. Your Career Placement Aide will make an appointment for you with your Work Experience Counselor.

(3) Your Work Experience Counselor will interview you about the kind of job you want to do. He may set dates for testing or set up training work in your classroom or off campus.

(4) If you are under 18, you will need a work permit request form (back Of Interview Referral Card) signed by your parents. If you are a student over 18 or earning credit in Exploratory Work Experience Education, you do not need a work permit.

(5) Your Career Placement Aide will send you out on job interviews. If you are hired, you are to return your Interview Referral Card to your Career Placement Aide.

ABOUT YOUR WORK PERMIT

If you are under 18 years of age, and you are working in a productive job for pay, you are required to have a Work Permit. Because you are working during the school week, Form B1-3 is issued to your employer. This permit becomes invalid at the beginning of each school year or when you change employers. It is your responsibility to see that all permit information is complete and turned into the Career Placement Aide at your school.

Do not put yourself or your employer in violation of the law by not completing permits. Some employers will not pay students until the permit is complete.

We will not approve a permit if a violation of child labor law is evident. The type of work, the total hours of employment, and the hour spread (total hours per day) will be checked to see that they meet the requirements specified in the code.

THE NUMBER OF HOURS REQUIRED TO EARN CREDIT

There are several ways of accumulating the required number of hours for credit. The specific requirements for the three areas of work experience are as follows:

(1) Students participating in Exploratory Work Experience Education (EWEE) need 24 hours to earn one (1) semester unit of credit and satisfactory completion of related instruction. Five (5) units may be earned during a semester, or a maximum of ten (10) semester units may be earned in two semesters.

(2) Students participating in General Work Experience Education need 24 hours to earn one (1) semester unit of credit and satisfactory completion of related instruction. Five (5) units may be earned during a semester or a maximum of twenty (20) semester units may be earned in four semesters.

(3) Students participating in Vocational Work Experience Education need 24 hours of work performed to earn one (1) semester unit of credit and satisfactory completion of related instruction. Regular attendance in related group vocational instruction classes is required. A maximum of forty (40) semester units may be earned in four semesters.

YOU MUST BE OFFICIALLY ENROLLED IN THE WORK EXPERIENCE EDUCATION PROGRAM BEFORE ANY OF THE HOURS YOU WORK CAN BE APPLIED TOWARD THE ABOVE REQUIREMENTS FOR CREDIT.

THE WAGES YOU CAN EXPECT TO RECEIVE

All businesses cooperating with the Fullerton Union High School District in the Work Experience Education Program must abide by state and federal minimum

wage laws. In most cases, you would not work for less than $1.65 per hour. In some cases the Labor Code permits employers to pay less than the minimum wage. It is permissible in the food services trade for an employer to deduct meals and tips. The exact amount allowable can be found in the Industrial Welfare Commission Orders which must be posted in each place of business within easy access for employees to read. Other limits for women and minors are listed on these orders.

Exploratory Work Experience Education (EWEE) students are not paid by their sponsors. Since your main objective is to observe and learn about a career field, you are neither an employee of the sponsor nor are you performing productive work for the sponsor. It is against the State Education Code for you to explore a career where you are paid for the same activity as an employee.

THE GRADING PROCEDURE IN WORK EXPERIENCE

Grades for work experience participation will be assigned by the Work Experience Coordinator. Your grade will be based on the following:

(1) Evaluations completed by the employer each quarter

(2) Supervision visits (at least one per quarter)

(3) Your individual efforts in meeting the requirements of the program listed in this bulletin.

You will receive your report cards through the mail on District IBM forms.

Your completed evaluation material will be placed in your cumulative folder. Your Work Experience Coordinator will see your evaluations and should be able to discuss any on-the-job problems with you.

EWEE students will not receive a letter grade for participation in the Exploratory program. The credit will be entered directly in your cumulative record upon completion of your participation.

SPECIAL RESPONSIBILITIES YOU WILL BE EXPECTED TO FULFILL

(1) You will be expected to maintain satisfactory progress in all your classes.

(2) You will be expected to complete four (4) LAPS (Learning Activity Packages) when earning credit.

(3) You must complete all necessary forms for entrance into the Work Experience Education Program.

(4) You must turn in each week the Work Experience Education Weekly Progress Report to the Career Placement Aide. Failure to do so could result in no credit.

(5) Report all job terminations immediately to your Career Placement Aide or Teacher.

(6) Meet with your Work Experience Coordinator as scheduled.

WHAT TO DO IF YOU BECOME ILL

(1) If you are too sick to attend school, you are not to report to work. We want to give every effort to recuperation so that you can return to school and work as soon as you are able.

(2) Notify your employer of your absence as soon as you know you cannot go to work. The employer is depending on your reporting. In order to adjust his work schedule, he must know when you will not be there.

(3) Students enrolled in Exploratory Work Experience Education should not report to their training station assignment if they are ill and have not attended school. Be sure to notify your work experience coordinator as soon as you know you cannot report to your training station.

HOW TO KEEP A RECORD OF THE TIME SPENT ON THE JOB

Each student will be required to turn in weekly time reports to the Work Experience Coordinator. These time reports must be signed by your employer. Failure to turn in these time reports could result in "no credit" in Work Experience.

THE DRESS CODE REQUIREMENTS

Each employer will take into consideration the health and safety needs for the company and the desired company image for the public when he establishes his own dress code standards. You are asked to use good common sense in selecting your clothes for work. Follow the good example of other employees with whom you work when you establish your own dress code.

IF YOU DESIRE TO TERMINATE EMPLOYMENT

If for any reason the employer terminates your employment, or if you decide to terminate your employment, you must notify the Work Experience Coordinator or Career Placement Aide immediately. Failure to make this notification could result in no credit in Work Experience.

HOW DO YOU SEE YOUR WORK EXPERIENCE COORDINATOR

A student interested in Work Experience Placement will be interviewed by the Work Experience Coordinator according to the following schedule. You must make an appointment through your Career Placement Aide. (See next page.)

Schedule:

SCHOOL:

Lowell	Tuesday	9:00 - 10:00
Sunny Hills	Tuesday	10:30 - 11:30
Troy	Tuesday	12:00 - 1:00
Buena Park	Tuesday	1:30 - 3:00
Fullerton	Wednesday	9:00 - 10:30
Sonora	Wednesday	11:00 - 12:00
La Habra	Wednesday	12:30 - 2:00

We hope you will have a very productive and educational year while you are enrolled in the Work Experience Education Program. Please feel free to discuss any problems about your job with your Work Experience Coordinator. We will look forward to meeting with you on the job.

TELEPHONE NUMBERS TO REMEMBER

The following are some telephone numbers you should keep in a convenient place so you will have easy access to them. The number of the Work Experience Office is 879-1311. The seven campus numbers are as follows:

Buena Park High School - 871-2380	Sonora High School - 691-0771
Fullerton High School - 871-9000	Sunny Hills High School - 871-2280
La Habra High School - 697-6777	Troy High School - 879-7880
Lowell High School - 943-3715	

We suggest that you find out the number of your employer and keep it in a convenient place for easy reference.

Good luck in your assignment!

Carson Hall
Work Experience Coordinator

SPECIAL RESPONSIBILITIES STUDENTS WILL BE EXPECTED TO FULFILL

(1) They will be expected to maintain satisfactory progress in all their classes.

(2) They will be required to participate in Special Education groups as scheduled.

(3) Students are to complete all necessary forms for entrance into Work Experience Education.

(4) Students must turn in the Work Experience Education Weekly Progress Report to the Work Experience Office every week.

(5) They must report all job terminations to the Work Experience Coordinator or Career Placement Aide <u>immediately</u>.

(6) They must meet with the Work Experience Coordinator as scheduled.

SPECIAL WORK EXPERIENCE COUNSELOR'S SCHEDULE

SCHOOL		
Lowell	Tuesday	9:00 - 10:00
Sunny Hills	Tuesday	10:30 - 11:30
Troy	Tuesday	12:00 - 1:00
Bucna Park	Tuesday	1:30 - 3:00
Fullerton	Wednesday	9:00 - 10:30
Sonora	Wednesday	11:00 - 12:00
La Habra	Wednesday	12:30 - 2:00

INTERVIEW REFERRAL

Procedure for sending students on job interviews:

(1) Fill out the Interview Referral side of Statement of Prospective Employer of Minor & Interview Referral Card according to the information the Work Experience Counselor sends you or tells you on the phone.

(2) Make arrangements for an Off-Campus Transfer if necessary.

(3) The student should have the employer fill out the backside of the card and bring it back to school with him.

(4) Using the Interview Referral Card, make out a Work Permit and a Placement Card.

(5) Then make any arrangments for program change and/or registration for Work Experience credit. (See Procedure for Students Earning Credit in Special Education Work Experience.)

EXAMPLE

FULLERTON UNION HIGH SCHOOL DISTRICT

INTERVIEW REFERRAL

WORK EXPERIENCE EDUCATION

To: Ron Eberhard Appointment Date 9/28/73

Company EBERHARD GARDENING Appointment Time 11:1[illegible] a.m.

Address [illegible] Orchard Placentia Telephone 52[illegible]-2699

This will introduce and recommend, Matt Cresson
from our high school district.

Telephone 524-9876

Carson Davis
Work Experience Coordinator
Telephone: 879-1311

Example

PLACEMENT INFORMATION CARD

NAME Crosson, Matt SCHOOL SHHS

PLACEMENT AIDE V. Brennan

1. Signed Parent Approval (Date) _____

2. JOB INFORMATION: Starting Date: 10-1-73 Hours: 1:00 - 5:00 M-T-W-Th-S

Employer: Eberhard Gardening Contact Person: Ron Eberhard

Address: 408 Orchard Placentia 92670 Phone: 528-2699

Job Title: Gardening Assistant Rate of Pay $1.63/hr.

3. Work Permit Issued (Date) 10-1-73

4. DISTRICT OR CAMPUS EMPLOYMENT

1. Oath of Allegiance (Date) _____
2. Temporary Employment Form (Date) _____
3. TB Skin Test (Date) _____

} Fill out only when student is working in the FUHSD or on campus.

4. , , W-3 sent to or given to: _____

Fullerton Union High School District

PROCEDURES FOR ISSUING WORK PERMITS

The following information is written to help with the issuance of work permits and to clarify the nature of important data which must appear on them.

I. Who is responsible for preparing, signing, and issuing work permits?

A. Any person selected by campus personnel may prepare the work permit for signature.

B. Only those persons authorized, in writing, by the Superintendent may sign and issue work permits. (E.C. 12767)

II. Who needs a work permit and what types of work permits are issued?

A. All minors 6 years of age to 17 years of age inclusive, who are not otherwise exempted and who have not graduated from high school, must attend full-time public day school or public continuation schools when school is in session.

B. No minor under 18 years of age may work in a regular job without a work permit (E.C. 12785). Exceptions: See item III, page 3.

C. Hours of work permitted.

1. Hour spread.

a. Under 16 - between 7:00 a.m. and 7:00 p.m.

b. Under 18 - between 5:00 a.m. and 10:00 p.m.

c. Minors 14 years of age and older who hold a valid permit to work may work during any evening preceding a non-school day until 12:30 in the morning of such non-school day (Labor Code, Section 1391). On nights preceding a school day minors may not work later than 10:00 p.m.

d. Sixteen and seventeen year old minors enrolled in approved work experience education programs may work until 12:30 a.m. on any night with the following restrictions:

(1) The principal or counselor of the minor has determined that the progress of the minor toward graduation will not be impaired.

(2) Such employment is not detrimental to the health, education, or welfare of the minor.

(3) The approval of the parent has been obtained.

(4) The approval of the work experience teacher has been obtained.

(5) The minor shall receive the minimum wage for adult employees when he works past 10:00 p.m.

2. Total hours.

a. Under 16 - 3 hours per day, 18 hours per week maximum.

b. Under 18 - 4 hours per day, 28 hours per week maximum.

c. Continuation will allow 44 hours per week, 4 hours school per week.

d. Minors on work experience could have a maximum time in school and work of 53 hours per week.

D. VACATION WORK PERMIT AND PERMIT TO EMPLOY (PSA-6, Rev. 6-72) (salmon color) is issued to minors who will work only on Saturdays, Sundays, holidays, and during regular vacation from school. Issued on each campus.

1. May be issued to minors 12 and 13 years of age.

2. May be issued to minors 14 to 18 years of age if they do not possess a Form B1-4.

E. CERTIFICATE OF AGE (PERMIT TO WORK AND EMPLOY) (PSA-7, Rev. 6-72) (green color) is issued to high school graduates under 18, and other minors under 18 years of age who are exempt from compulsory education laws. Issued only by the District office.

F. STATEMENT OF INTENT TO EMPLOY MINOR/PERMIT TO EMPLOY/PERMIT TO EMPLOY AND TO WORK/PERMIT TO WORK (B1-4, B1-4.1, B1-4.2, B1-4.3, and B1-4.4) (5 part form; white, goldenrod, pink, yellow and blue) is issued to minors over the age of 14 and under the age of 18 years to work outside school hours.

1. Minimum day students working for the school district or working in the community.

2. Full day students working after school hours.

3. Continuation students working full-time and attending school for a minimum of four hours per week.

4. Private school students who meet the criteria for "1" or "2" and live in the District.

5. All work experience students.

G. Minors engaged in motion pictures are required to have permits, but they must obtain them from the Los Angeles County Superintendent of Schools, Division of Attendance and Welfare Services, 155 West Washington Boulevard, Los Angeles, California 90015. Minors engaged in other entertainment media should call the Deputy Labor Law Commissioner, telephone (714) 547-3055, to find out specifics about their particular situation.

III. Who does not need a work permit?

A. Minors with irregular employment such as occasional babysitting, yard work, etc.

B. Minors involved in the sale or delivery of newspapers.

C. Minors who are self-employed.

D. Minors engaged in agricultural, horticultural, orticultural or domestic work on premises owned, operated, or controlled by their parents or guardians.

E. Minors who are married or over 18 years of age.

IV. What information is needed before a permit may be issued?

A. Proof of age is a prerequisite to issuance of a work permit.

B. Minors shall have Social Security card.

C. Minors requesting Form PSA-6 (Rev. 6-72) or PSA-7 (Rev.6-72) must submit a completed REQUEST FOR WORK PERMIT, Form B1-1 (6-72), before a work permit can be issued (E.C. 12767). Minors must show proof of age if such proof is not on the student's Permanent Record (transcript). A parent or guardian's signature must be on the Form B1-1 (6-72). Minors shall have a Social Security number.

D. Minors requesting Form B1-4 and attachments, must have the white portion completed by the prospective employer and signed by the parent or guardian (E.C. 12767). Minors shall have a Social Security number.

- Issuing authorities need to be aware of child labor laws regarding dangerous occupational areas (Labor Code, Sections 1292, 1294, and 1294).

3. What information is needed to complete the work permit forms?

A. Form B1-4, STATEMENT OF INTENT TO EMPLOY MINOR (white).
Form B1-4.1, PERMIT TO EMPLOY (goldenrod).
Form B1-4.2, PERMIT TO EMPLOY AND TO WORK (pink).
Form B1-4.3, PERMIT TO EMPLOY AND TO WORK (yellow).
Form B1-4.4, PERMIT TO WORK (blue).

When a minor requests a work permit requiring the above set of forms, place the entire set (5 copies) in the typewriter and complete the following:

STATEMENT OF INTENT TO EMPLOY MINOR
CALIFORNIA STATE DEPARTMENT OF EDUCATION
FORM NO. B1-4

(1) Name of minor (last name first)		(2) Sex	(3) Social Security number
Address of minor (4)	ZIP code (5)	Phone (6)	County (7)
Age of minor (8)	Date of birth (9)	Proof of age accepted (10)	School district (11)

Employed full time and attending continuation school or classes . . . . . ☐
Working outside school hours and attending school in regular session . . . . . ☐ (12)
Enrolled in work experience education . . . . . ☐

School to attend (13)	Address (14)	ZIP code (15)

EMPLOYER'S STATEMENT

Name of person, firm, or corporation employing minor	Address	ZIP code
Employer's phone number	Employer's signature	Kind of work minor performs (16)

Hours of employment (per day): Monday through Friday_____ Saturday_____ Sunday_____ Weekly total_____

PARENT'S SIGNED STATEMENT
This minor is being employed at work described hereon with my full knowledge and consent:

Date

Signature of parent or guardian

THIS IS NOT A PERMIT TO EMPLOY.

(OVER)

Employer's copy of the Permit to Employ will be forwarded to the employer by the issuing authority.

80097-300 1-72 45M GUIN OBP

(1) Type in minor's full name; last name, first and middle names.

(2) Indicate "M" or "F" for sex.

(3) Type in Social Security Number.

(4) Street number and city.

(5) ZIP code.

(6) Minor's home phone number.

(7) "Orange."

(8) Age as of date of issuance.

(9) Date of birth.

(10) Proof is as follows:

a. Birth certificate.

b. Baptismal certificate.

c. Insurance policy.

d. Passport

e. School Record.

(11) "Fullerton Union High School District."

(12) Type "x" in appropriate box(es).

(13) Type in school of attendnace.

(14) Address of school of attendance, including city.

(15) ZIP Code of school.

(16) Type in, or have a stamp made, "and beginning wage."

The white copy is separated from set and given to minor. The school retains the goldenrod, pink, yellow, and blue copies. The minor is to take the white copy to prospective employer and have employer complete his section of the form. Tell the minor that the employer must complete all information requested. The minor then has his parent or guardian date and sign the bottom of the white form before returning the white form to the issuing agent.

When the completed white copy is returned, place the remaining set of four copies in the typewriter and complete as follows:

PERMIT TO EMPLOY
(For Employer's File)
CALIFORNIA STATE
DEPARTMENT OF EDUCATION
FORM NO. B1-4.1

Name of minor (last name first) | Sex | Social Security number

Address of minor | ZIP code | Phone | County

Age of minor | Date of birth | Proof of age accepted | School district

Employed full time and attending continuation school or classes . . . . . ☐
Working outside school hours and attending school in regular session . . . . . ☐
Enrolled in work experience education . . . . . ☐

School to attend | Address | ZIP code

EMPLOYER'S STATEMENT
Name of person, firm, or corporation employing minor (1) | Address (2) | ZIP code (3)

Employer's phone number (4) | Kind of work minor performs (5)

Hours of employment (per day): Monday through Friday (6)_____ Saturday_____ Sunday_____ Weekly total_____

REMARKS: (7)

Issued (8)_____ Expires (9)_____ (10)_____
Signature of issuing authority

(12)_____ (11)_____
Signature of minor (OVER) Title

(1) Type in complete name of person, firm, or corporation employing minor.

(2) and (3) Type in complete address, including city and ZIP code.

(4) Type in employer's phone number, including area code.

(5) Type in kind of work minor performs and beginning wage.

(6) Indicate number of hours per day for each section and weekly total. Employers in retailing and food services, as well as some other businesses, use our students for flexible time periods. Stating exact hours on the permit (B1-4) limits the employer's use of the student. Use of the following statement on the form will cover any situations for these students:

a. Work Experience students: "A maximum of (indicate number of hours) per school day performed between 5:00 a.m. and 12:30 a.m."

b. All other students: "A maximum of 4 hours per school day performed between 5:00 a.m. and 10:00 p.m. (12:30 a.m. on any evening preceding a non-school day.)"

(7) If minor is enrolled in a Work Experience program, identify type of work experience (exploratory, general, or vocational), hourly rate of pay, and units of credit.

(8) Date of issuance is date issuing authority signs work permit.

(9) Date of expiration is five days after the opening of the next succeeding school year. (E.C. 12775.1)

(10) Signature of issuing authority. Only those individuals approved by the Superintendnet are permitted to sign.

(11) Title of issuing authority.

(12) Have minor sign his/her full name.

Distribution of copies:

White:	Keep in student file at school
Goldenrod:	After student has signed form, have him take to employer.
Pink:	Send to the D I M.C.
Yellow:	Send to Special Education Work Experience Counselor who will send it to the D.E.C. after signing it.
Blue:	Give to minor.

PROCEDURE ONLY FOR HIRING STUDENTS TO WORK FOR THE F.U.H.S.D.

(1) Oath of Allegiance: Have student print his name on the first line, then sign his signature after the oath. Do not do any more!

(2) Recommendation of Approval for Temporary Employment: Have student fill out this form completely. The rate of pay for regular high school students is $1.60 an hour. Carson Hall or the Department Head can sign at the bottom.

Both this form and the Oath of Allegiance go to the D.E.C. - Personnel Office, for a notary's signature.

(3) The campus employer is responsible for sending a Time Card to the Payroll Office at the D.E.C. on the twentieth of every month. If not, the student will not be paid. Sometimes you will have to check on this.

(4) Make sure you fill out a Work Permit when the student starts working.

(5) A Weekly Progress Report must be completed every week and sent to the Work Experience Counselor at the D.I.M.C.

(6) See Procedure for Work Experience Credits.

OATH OF ALLEGIANCE FOR BOARD MEMBERS AND PERSONS EMPLOYED BY A PUBLIC SCHOOL DISTRICT COUNTY OF ORANGE, STATE OF CALIFORNIA

s oath must be
inistered by a
ary public or
er official
horized by law
dminister oaths.

(required by Chapter 8, Division 1, Title 1 of Government Code as amended)

No fee may be charged for administering this oath. (Section 3104 of Gov. Code)

te of California)
nty of Orange) ss.:

I, Sally Jones (Type or Print Name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations of purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Taken, subscribed and sworn to before me this _____ day of _____ 19___

Signature of Employee Sally Jones

Signature and Title of Authorized Official

WHO MAY ADMINISTER THE OATH OF ALLEGIANCE

This Oath must be administered by a person having general authority to administer oaths--for example: Notaries Public, Civil Executive Officers (Section 1001 of the Government Code) including members of governing boards of school districts, Judicial Officers, Justices of the Peace, and the County officers and their deputies named in Sections 24000, 24057 of the Government Code such as, district attorneys, sheriffs, county clerks, county superintendents of schools, members of boards of supervisors, etc. A member of the governing board of a school district should not administer the oath to anyone who is not an employee of the district.

oduced By: County Superintendent of Schools
1104 West Eighth Street, Santa Ana, California

-60 Rev.N

Example

RECOMMENDATION OF APPROVAL FOR TEMPORARY EMPLOYMENT

DIRECTIONS FOR SUBMITTING TO DISTRICT PERSONNEL OFFICE:

1. THIS FORM MUST BE ACCOMPANIED BY A SIGNED LOYALTY OATH.
2. ROUTE THROUGH DEPT. HEAD, PRINCIPAL, AND THEN TO DIRECTOR OF PERSONNEL.
3. PLEASE TYPE OR PRINT ALL INFORMATION
4. RATE OF PAY WILL BE FILLED IN BY PERSONNEL OFFICE.

NAME Daley (LAST) John (FIRST) D (MIDDLE INITIAL)

STATUS
JC STUDENT ( )
HS STUDENT ∞
ADULT (¼ TIME OR MORE ( )
ADULT (LESS THAN ¼ TIME ( )

ADDRESS 1807 (NO.) Commonwealth (STREET) Fullerton (CITY)

DATE OF BIRTH 8 (MONTH) 15 (DAY) 55 (YEAR) SOCIAL SECURITY NO. 789-76-8026

CLASSIFICATION Custodian
I.E. CLERICAL, CAFETERIA, READER, CUSTODIAN, ETC.

SCHOOL Buena Park High School DEPARTMENT Custodial

DATE OF EMPLOYMENT REQUESTED FROM 9-11-73 TO 6-14-73

DEP'T. HEAD PRINCIPAL PERSONNEL DIRECTOR

RATE OF PAY PER HOUR 1.60

48-25-60

Name JONES, JEANNE

EXAMPLE

Classification CAFETERIA HELPER

Rate 1.60/hr.

SCHOOL AND DEPARTMENT LHHS Cafeteria

Tax Exemption

Approved By

Date: From 9-21-71 To 10-20-71

Signature of Employee Jeanne Jones

Date	Hrs	Explanation	Date	Hrs	Explanation	Date	Hrs	Explanation
1	3		12	4		23	3	
2	3		13	4		24	3	
3	X	Weekend	14	3		25	X	Weekend
4	X	Weekend	15	3		26	X	Weekend
5	3		16	X	Weekend	27	3	
6	3		17	X	Weekend	28	3	
7	4		18	3		29	3	
8	/	Sick	19	3		30	3	
9	X	Weekend	20	3		31	-	
10	X	Weekend	21	3				
11	3	45-27-80	22	3				

Budget Segregations

TOTAL HRS. 63 @ 1.60 $100.80

$ W. TAX

$ RETIREMENT

$ OASDI

$ INSURANCE

$ AMOUNT OF CHECK

PROCEDURE FOR STUDENTS EARNING CREDIT IN SPECIAL EDUCATION WORK EXPERIENCE

The number of hours required to earn credit:

(1) Students participating in Exploratory Work Experience Education (EWEE) need 24 hours of work to earn one (1) semester unit of credit and satisfactory completion of related instruction. Five (5) units may be earned during a semester, or a maximum of ten (10) semester units may be earned in two semesters.

(2) Students participating in General Work Experience Education need 24 hours of work to earn one (1) semester unit of credit and satisfactory completion of related instruction. Five (5) units may be earned during a semester. A maximum of twenty (20) semester units may be earned in four semesters.

(3) Students participating in Vocational Work Experience Education need 24 hours of work performed to earn one (1) semester unit of credit and satisfactory completion of related instruction. Regular attendance in related group vocational instruction classes is required. A maximum of forty (40) semester units may be earned in four semesters.

STUDENTS MUST BE OFFICIALLY ENROLLED IN THE WORK EXPERIENCE EDUCATION PROGRAM BEFORE ANY OF THE HOURS THEY WORK CAN BE APPLIED TOWARD THE ABOVE REQUIREMENTS FOR CREDIT.

STEPS REQUIRED TO INSURE STUDENTS OF CREDIT
for Special Education Work Experience

Careers Placement Aides should facilitate either the Special Education Teacher or the student's school counselor in this process.

(1) Change of Information Form must be completed in six copies. (See example.)

(2) On the form enter five-ten units of Work Experience IBM #891.

(3) Add Work Experience Credit in the place of any class dropped or onto existing classes listed on Change of Information Form.

(4) You must notify the work experience coordinator as soon as student is placed in Work Experience.

(5) All working students must hand in Weekly Progress Reports on Monday of each week.

CHANGE OF INFORMATION

OLD

NT NAME: es, Steven

ADE LEVEL: 0 X1 12 | SEX: X M F | 524-6073 HOME | PHONE BUSINESS

SS: East Acacia Fullerton

T OR GUARDIAN NAME: old James | DATE: 11-6-73

SUBJECT DROPPED	TEACHER
dshop I	Flannigan

NEW

STUDENT NAME: James, Steven

GRADE LEVEL: 9 10 X 12 | SEX: X M F | 524-6073 HOME | PHONE BUSINESS

ADDRESS: 112 E. Acacia Fullerton

PARENT OR GUARDIAN NAME: Harold James | DATE: 11-6-73

	COURSE NO.	SUBJECT ADDED	TEACHER	ROOM NUMBER
0	0110	Sp Ed Work Exp.	Carson Hall	406
1				
2				
3				
4				
5				
6				
7				
8				

MMENTS: Change because Steven has a job.

HDRAWN ☐ DATE _____ REASON _____

OME CHING ☐ DATE _____ REASON _____ APPROVED _____

FULLERTON UNION HIGH SCHOOL DISTRICT

COI-1 DM PLEASE CHECK ONE ▶ ▶ BP [X] LH LO SH TRYBOM [ ] TAB DEPT.

THE GRADING PROCEDURE IN WORK EXPERIENCE

Grades for work experience participation will be assigned by the Work Experience Coordinator based on the following:

(1) Evaluations completed by the employer each quarter

(2) Supervision visits (at least one per quarter)

(3) Student's individual efforts in meeting the requirements of the program

Exploratory Work Experience students will not receive a letter grade for participation in the Exploratory Program. The credit will be entered directly in their cumulative record upon completion of participation.

Students must complete related instruction in the Special Education classrooms, also.

D. V. R. PROCEDURE

The procedure to register students with the Department of Vocational Rehabilitation (DVR) is as follows:

(1) Refer student to Paula Ryan. (See example of Referral Slip.) Send the referral slip to Espie at the D.E.C.

(2) Once the student is processed his/her name will appear on the "Eligible for DVR" list once a month.

(3) The Work Experience Counselor will then discuss opportunities with students and make placements.

(4) See enclosed "Cooperative Program" brochure.

REFERRAL
EXAMPLE

TO: Vocational Rehabilitation DATE: 9-29-72

FROM: V. Brennan School SHHS

NAME: George Players Birthdate: 10-13-55 Sex M Grade 12

ADDRESS: 113 NORTH STREET CITY Fullerton ZIP CODE 92631
Street Number or P.O. Box

PHONE: 528-3406 STUDENT'S Social Security Number 564-85-0500

REASON FOR REFERRAL: C.P. with a Spastoid syndrome.

DISABILITY: same as above.

>: 63

VOCATIONAL REHABILITATION

WHAT IS IT?

It is a program to help special education students or students who are having problems of a physical, social or emotional nature to prepare for and find suitable employment.

WHAT KIND OF HELP IS OFFERED?

A vocational rehabilitation counselor will work with the student to help him overcome the problems which are preventing employment. In addition to vocational counseling, some of the services that might be offered include vocational evaluation, medical help, work experience, job training, and placement assistance.

HOW DOES A STUDENT GET THIS HELP?

Teachers, counselors, and other school personnel may refer students to the vocational rehabilitation counselor in the school district. After the student's parents sign the application and release forms the vocational rehabilitation counselor will gather information about the student's problems from teachers, psychologists, doctors and other sources. If the school district's psychological or medical information is not sufficient the student may be sent for additional examinations at no cost. Once sufficient information is available and the counselor and student have decided upon a plan, services are provided to coincide with the school curriculum.

FOR FURTHER INFORMATION CONTACT:

Paula Ryan, Vocational Rehabilitation Counselor

Telephone: 635-5500 OR 879-1311
Carson Hall

PROCEDURES FOR HIRING A STUDENT FOR D.V.R.
in the High School District

(1) Oath of Allegiance. This procedure does not differ from regular students in the District.

(2) Recommendation of Approval for Temporary Employment. The procedures are the same as for a regular student's employment except the rate of pay, which is $1.40. Specify that the student is a D.V.R. employee.

(3) The employer of the student is responsible for turning in a Time Card each month to Carson Hall's office at the DIMC on the nineteenth. Please note the rate of pay is $1.40 - not $1.60. Make sure the Time Card is filled out correctly.

(4) Report of Progress in Training: This report needs to be completed for the D.V.R. Office each month. It should be filled out and sent to Carson Hall at the DIMC with the Time Card on the nineteenth of every month.

(5) Weekly Progress Report: This needs to be filled out by the student each week and sent to Carson Hall - DIMC.

(6) See Procedure for Work Experience Credit.

DEPARTMENT OF REHABILITATION

REPORT OF PROGRESS IN TRAINING

Month ending ____ 19

1. NAME OF TRAINEE ____ DR Counselor ____

2. Calendar School Days Absent (Please (X) out dates absent): If no absences, check here ☐

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

3. Reason(s) for absence(s) ____

4. Did trainee notify you of his absence(s)? ☐ Yes ☐ No Comments ____

5. Number of hours of instruction given this month: ____ hours

6. Subjects or operations this month—with grades (A for excellent; B for good; C for fair; D for poor; F for failing—Indicate words per minute if typing or shorthand)

Subjects or operations	*Grade*	*Subjects or operations*	*Grade*

7. Cooperation and attitude in training *(please comment)*: ____

8. Difficulties with training course *(please comment)*: ____

9. In your judgment, does trainee have the talent, personality, educational and other qualifications necessary to succeed in this type of work? ☐ Yes ☐ No ☐ Questionable

If not or questionable, explain: ____

10. How much more time will trainee require (approximately) to complete training? ____

11. How much are you paying the trainee in wages? ____

12. Recommendations for improving performance and other comments. *(Use reverse side if more space is needed)*: ____

13. Department use only:

Business Enterprise Officer—Comments: ____

NOTE:—**Bills cannot be processed for payment unless accompanied by a completed report.**

Training Agency ____

Address ____

[SIGNED] ____

Person in charge of training

DR FORM 226 Δo osp

REPORT OF JOB TERMINATION

Report of Job Termination must be filled out for each student in Work Experience who is terminated. Career Placement Aides may be the first people to know of the termination. If that is the case, fill out the report as fully as possible and send it to the Work Experience Counselor. (See example for specifics.)

FULLERTON UNION HIGH SCHOOL DISTRICT

REPORT OF JOB TERMINATION

E x a m p l e

NAME: Joey Smith GRADE: 11

PLACEMENT AIDE: E. Porter DATE: 5-24-73

PLACE OF EMPLOYMENT: McDonald's 5900 Beach Boulevard Buena Park

DATE OF TERMINATION: 5-23-73

REASON(S) FOR TERMINATION: Quit. Didn't like his job. Is looking for another one.

One Copy: Work Experience Counselor, D.I.M.C.

One Copy: Student's folder on campus

TELEPHONE NUMBERS TO REMEMBER

The following are some telephone numbers you should keep in a convenient place so you will have easy access to them. The number of the Work Experience Office is 879-1311.

The seven campus numbers are as follows:

Buena Park High School -	871-2380
Fullerton High School -	871-9000
La Habra High School -	697-6777
Lowell High School -	943-3715
Sonora High School -	691-0771
Sunny Hills High School -	871-2280
Troy High School -	879-7880

I suggest that you obtain the telephone numbers of your students and their employers and keep them in each student's folder for easy reference.

Good luck in your assignment!

Carson Hall
Work Experience Counselor
Special Education
D.I.M.C.

Career Kits and Games

Career Desk Top Kit both senior & junior high school kits avail.	$125.00	Careers, Inc. P. O. Box 135 Largo, Florida 33540
Career Folios Folios are grouped into career clusters	7.95/set	Harcourt Brace Jouanich, Inc. Polk & Geary San Francisco, CA
Career Information Kit	215.00/set	Science Research Assoc. 259 E. Erie Street Chicago, Illinois
Career Games can be played individually without teacher assistance	74.00	Educational Progress Corp. 8538 East 41st Street Tulsa, Oklahoma 74145
Life Career Game excellent but requires several weeks to complete and is rather complicated	6.00	Dr. Barbara Varenhorst Palo Alto Unified Sch. Dist. 25 Churchill Avenue Palo Alto, CA 94303
Chronicle College VIEW Deck excellent college scan with viewer included	15.00	DuKane/Chronicle Guidance 3611 La Colnene Way Los Alamitos, CA
Chronicle Occupational Briefs 3 volume set, similar to state occupational guide format	99.50	(Same as Above)
Job Experience Kits grades 8-12, 20 career experiences are available	130.00/Kit	Science Research Assoc. 259 E. Erie Street Chicago, Illinois 60611
Job Family Series (included in OEK)	20.00	(Same as Above)
Occupational Exploration Kit (O.E.K.) contains scanning device, occupational briefs, and Job Family Series. Job-O	107.50	(Same as Above)

FILMS (16mm & 8mm)

Name & Use	Cost	Order From
Aims Vocational Guidance "Are you Ready for a Job?" "It's Your Future"	$125.00 150.00	Aims Instructional Media Services, Inc. P. O. Box 1010 Hollywood, CA 90028
Career Planning Series (Use with SAAS) "What's Your Bag" "Do Your Own Thing in the Mechanical Field" "People in the Social Services" "The Name of the Game is Sales"	 125.00 125.00 125.00 125.00	 Stan Ostrom 1953 Coleen Drive Los Altos, CA
Careers in the 70's Doubleday Voc. Guidance Series "Making a Choice" "Mechanical" "Health Services" "Clerical" "Sales" "Services General" "Leisure Industries" "Construction" "Technicians" "Communications" "Education" "Government Services" "Agri-Business"	 104.00 " " " " " " " " " " " "	 Doubleday Multimedia 1371 Reynolds Avenue Santa Ana, Ca
World of Work Series "Business Machines Operations" "Jobs in Drafting" "Jobs in Automotive" "Jobs in Baking Industry" "Jobs in Small & Major Electrical Appliances" "Job Opportunities in Hotels & Motels"	 90.00 90.00 135.00 90.00 90.00 135.00	 Sterling Educational Films 241 East 34th Street New York, New York 10016
"Your Job" Series 6 Films on Finding Jobs and Importance of Job Attitude	 195.00	Coronet Films 65 E. South Water Street Chicago, Illinois 60601

FILMSTRIPS (Sound) CASSETTES

"Aviation Where Careers are Bright" 2 parts, and material presented is excellent	total 20.00/set	National Aerospace Counsel Suite 310 806 15th Street N.W. Washington, D.C. 20005

Bomar Series		
A Direction for Tomorrow	65.00/set	Bomar 622 Rodier Drive Glendale, CA 91201
"Compassion for People" (Health Services)	"	
"The Nation's Builders" (Construction)	"	
"The Age of Electronics"	"	
"Man Has Wings" (Civil Aviation)	"	
"Cabbage to Kings" (Retailing)	"	
"The Money Tree" (Banking & Finance)	"	
"Jobs for the Now Generation"	"	
Educational Dimension Career Series		
"Careers in Fine Arts"	17.30	Educational Dimensions Corp. Box 146 Great Neck, New York 11023
"Art Careers in Advertising"	17.50	
"Careers in Television"	"	
"Careers in Photography"	"	
"Careers in Illustration"	"	
"Writing Careers in Advertising"	"	
"Careers in Film Making"	35.00	
"Careers in Fashion Design"	17.50	
"Careers in Graphic Arts" (excellent quality)	35.00	
Guidance Associate Series (Partial listing)		
"If You're Not Going to College"	37.00	Guidance Associates Pleasantville, New York 10570
"New Look at Home Economics"		
"Your Future in Elementary Education"	20.00	
"Preparing for Jobs in the 70's"	39.00	
"Your Job Interview"	39.00	
"Vocations: Medical Careers" 5 series of 10 filmstrips each	110.00/set	Aims Instructional Media Services, Inc. P. O. Box 1010 Hollywood, CA 90028
Job Opportunities Now (Set of 6)		
"Requirements in the World of Jobs"	55.00/set	Singer Educational & Training Production 1345 Diversey Parkway Chicago, Illinoise 60614
"Job Opportunities in a Restaurant"		
"Job Opportunities in a Hospital"		
"Job Opportunities in a Dept. Store"		
"Job Opportunities in a Supermarket"		
"Achieving Success in the World of Jobs"		
Vocational Decisions (Set of 3)		
"An Introduction to Vocation"	32.50/set	Singer (Same as above)
"The World of Work"		
"Counseling in Vocational Decisions"		

CAREER TAPES

Career Development Laboratory (60 tapes interviews on cassettes) (excellent)	210.00/set	Education Progress Corp. 8538 East 41st Street Tulsa, Oklahoma 74145

Book Activities Related to Succeeding in the World of Work

Succeeding in the World of Work is available to check out at the District Instructional Materials Center. Each campus career center also has a copy. This is a very good response book for any kind of activities related to curriculum for students already holding jobs. The book comes with a "Workbook". Teachers can make copies of lessons which fit individual students. These materials are written so that special students can use them with little instruction.